



KEYS TO SUCCESS for SURVEY COORDINATORS

Washington State Healthy Youth Survey 2010

1. Understand and communicate the importance of the survey

- Results can have important value in proposal writing, county prevention plans, School Improvement Plans, etc.
- Recognize the importance of a high student participation rate

2. Know the timeline — it is critical and cannot be adjusted

3. Be familiar with the four survey forms

- The secondary form has three versions (A, B and NS) which are interleaved as either A/B or A/NS and administered together
- Elementary form has one version (C)
- All forms have a perforated page of optional questions

4. Know where to find more information

- Check the HYS web site www.hys.wa.gov regularly
- E-mail updates from RMC Research Corporation
- ESD HYS Coordinators and State agency contacts
- Additional HYS information available on <https://fortress.wa.gov/doh/hys> and www.askHYS.net

5. Ongoing communication among district superintendent, school principal, survey coordinator, and survey administrators is a must

6. Complete the required online Coordinator Training and quiz at www.hys.wa.gov

7. Verify that the registration information online is accurate

8. Understand and follow all institutional Review Board (IRB) requirements

9. Carefully administer the survey

- Carefully read and follow all instructions and use the checklist
- Open box(es) of materials immediately upon receipt to check the order
- Keep survey information handy for reference